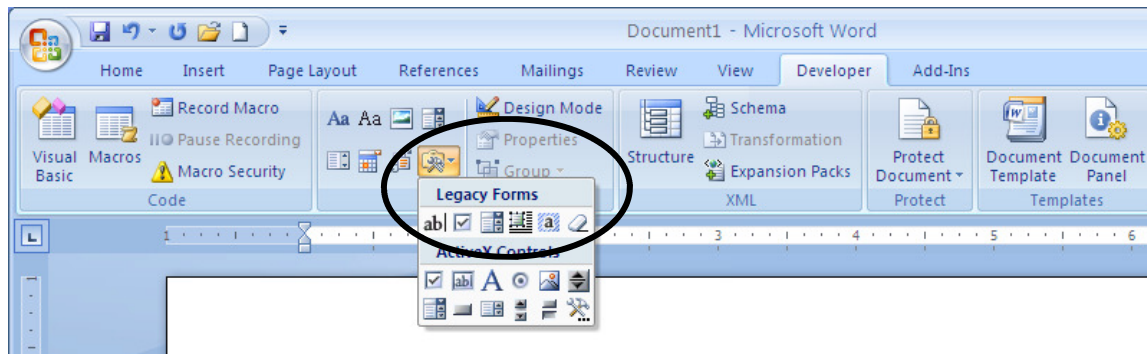





Creating a Fillable Form in Word 2007

To create a fillable form, you must have the DEVELOPER tab available. Click the OFFICE BUTTON in the upper left corner, click WORD OPTIONS, in the window that opens select POPULAR on the left, then place a check next to “Show Developer tab in the Ribbon.” You only have to change this setting this once.

Design your form just as you would if it were going to be a printed form. When you get to a place where users would need to fill out information, place a form field in that place. Form fields are found under the Developer tab, inside of the Legacy Tools button:

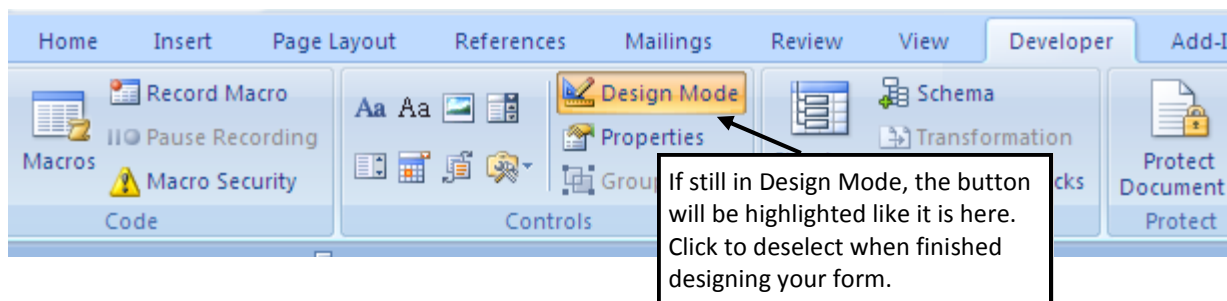


You will use the first three form fields under Legacy Forms:

-  Text form field — use for entering typed text like name, address, answers to questions, etc
-  Check box form field — users can check or uncheck
-  Drop down form field — provide options for users to select

After inserting each form field, double-click it to set properties. You can set how long the text field should be (optional), if the check box should begin as checked or unchecked, and add items to drop down lists.

When you are finished designing your form, be sure to get out of Design Mode. If the Design Mode button is selected on the ribbon, click it to deselect.



Click the PROTECT FORM button on the ribbon and select RESTRICT FORMATTING AND EDITING. This will open options in the task pane on the right side. Under #2, place a check mark next to “Allow only this type of editing...” and use the pull down arrow to select “Filling in forms.” Then click the button under #3 to “Yes, Start Enforcing Protection.”

If you want to set a password, enter it twice. Otherwise, just click OK and leave the password fields blank.

Restrict Formatting and Editing ▼ ✕

1. Formatting restrictions

☐ Limit formatting to a selection of styles

[Settings...](#)

2. Editing restrictions

☒ Allow only this type of editing in the document:

Filling in forms ▼

3. Start enforcement

Are you ready to apply these settings? (You can turn them off later)

Yes, Start Enforcing Protection

The last step is to save your form. The best option is to save it as a template so that users cannot overwrite your original form. To do this:

1. Click the Office Button in the upper left corner
2. Mouse over SAVE AS and click WORD TEMPLATE
3. Give it a name and save it on your desktop or other location

You can now share that template with others who will only be able to fill out the fields, save it under a new name, and return it to you.